

Department of Children and Families
JOB OPPORTUNITY
UNIT SUPERVISOR
MANCHESTER AREA OFFICE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: On Exam List for Unit Supervisor

Location: MANCHESTER

Job Posting No: **SB46427MC**

Hours: 1st Shift: Monday-Friday (40 hours)

Salary: \$ 1,913.49/bi-weekly

Closing Date: August 8, 2014

Eligibility Requirement:

Candidates applying at the level of Unit Supervisor must have applied for and passed the Unit Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Examples of Duties: Duties consistent with the UNIT SUPERVISOR job classification.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to schedule and prioritize workflow; considerable supervisory ability; ability to read, understand and apply a variety of materials; ability to perform arithmetic computations; ability to operate office equipment which includes personal computers or other electronic equipment; ability to operate office suite software.

General Experience: Four (4) years of general clerical experience.

Special Experience: Two (2) years of the General Experience must have involved a full range of general clerical duties as an Office Assistant, Interpreter Clerk or its equivalent.

Substitution Allowed: College training may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested candidates must submit a complete State application (CT-HR-12), resume, letter of intent, and three letters of reference from current or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references. Please reference posting number SB46427MC in all correspondence. Applications packets may be mailed to the address listed below or faxed to 1-860-418-8005.

DEPARTMENT OF CHILDREN AND FAMILIES
364 West Middle Turnpike
Manchester, CT 06040
ATTN: Letonia Wright
FAX # 860-418-8005

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.